



FedEx Kinko's is now FedEx Office

# Chicago Marriott Downtown Hotel Shipping Instructions

Please ship all boxes to the following address:

Users can select, copy and paste the address information into another program.

**PLEASE NOTE:**

Replace information inside of < > with your information and apply label to each and every package in addition to the carrier airbill

**PLEASE NOTE:**

Complete the form below to ensure accurate and timely delivery of your packages. Call 312.329.0685 with questions

*Fax this completed form to 312.329.0698 prior to sending shipments*

*or fill out using Adobe Acrobat, then click the Beacon symbol next to the FedEx Office Logo to submit via email.*

To ensure that all packages are delivered to the Recipient, please specify the following information:

Shipper's Name & Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Recipient's Email: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_ Recipient's Cell #: \_\_\_\_\_

Carrier Delivering Packages:      FedEx                  DHL                  UPS                  Local Carrier                  (Check One)

Anticipated Delivery Date to Hotel: \_\_\_\_\_ # of packages sent: \_\_\_\_\_

Meeting Room: \_\_\_\_\_ Requested Delivery Date/Time: \_\_\_\_\_

Preferred Method of Payment:     Master Account     Bill to Guest Room     Credit Card

**Handling Fees:**

Fees applied per package in addition to normal shipping costs.

Weight	In-bound	In-bound	Out-bound
	Receiving	Receiving/Delivery	
Fee*	Fee**	Fee**	Handling Fee*
0.0-1.0 lbs	\$0.00	\$5.00	\$0.00
1.1-10 lbs	\$10.00	\$15.00	\$10.00
10.1-20 lbs	\$15.00	\$25.00	\$15.00
20.1-30 lbs	\$20.00	\$35.00	\$20.00
30.1+ lbs	\$25.00	\$55.00	\$25.00
Crate/Pallet***	\$250.00	\$0.00	\$250.00

**Storage Fees:**

Fees apply to each package received more than 5 calendar days before delivery to Recipient.

Time Period	\$/day##
1-5 days	\$0.00
6-7 days	\$25.00
8+ days	\$50.00

\* These fees apply per package or per pallet/crate  
 \*\* Delivery fees are applied when packages are delivered beyond the FedEx Office location  
 \*\*\* For inbound pallets or crates, receiving and delivery charges are consolidated into a single \$250 fee that should be applied to each pallet/crate handled. Similarly, for outbound pallets or crates, a single \$250 fee should be charged for pick-up and movement of each pallet/crate to the shipping dock.  
 ## Packages that exceed either 75 inches in length or a total of 180 inches in length and girth (3 ft. square box) will be charged an additional \$25/day. The length and girth of a Package is length plus (two times the height) plus (two times the width).

**Terms & Conditions:** Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither Marriott nor FedEx Office provide such insurance. Neither Marriott, FedEx Office nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that Marriott or FedEx Office may establish from time to time for receiving and delivering your packages.